



## Job Description Form

### Department of Justice purpose

To provide a safe, secure and decent justice service which contributes to community safety and reduced prisoners' involvement in the justice system.

<b>Position title</b> Prison Officer	<b>Position number</b> Generic	
<b>Award/Agreement</b> Prison Officers' Industrial Agreement	<b>Special conditions</b> Choose an item.	<b>Classification level</b> POSH
<b>Division</b> Corrective Services	<b>Directorate</b> Various	<b>Branch</b> Various

### Divisional purpose

The Corrective Services division is accountable for providing support to the justice system and the community of Western Australia by ensuring the security and safety of detainees and prisoners as well as prisoners on community-based orders, with a focus on rehabilitation.

### Reporting relationships

Responsible to: Designated line manager  
**This position: Generic – POSH – Prison Officer**

### Overview of the position

The Directorate is accountable for the custody and containment, care and wellbeing, reparation, development and reintegration of people within their supervision.

A Prison Officer is responsible for:

- Contributing to the safe, secure and efficient operation of the prison and custody of prisoners, duty of care, reparation to the community and reduction in re-offending
- Acting as a role model for prisoners and motivate and encourage them to amend their behaviours in line with the Department's aim to increase community safety.

### Employee Responsibilities

Employees will:

- Demonstrate a commitment to adhere to the Department's Code of Conduct, Code of Ethics and Equal Employment Opportunity legislation
- Communicate constructively and build relationships; model integrity and respect; understand individual differences and diversity in all interactions; act professionally and acknowledge mistakes
- Comply with and work within the *Prisons Act 1981*, Prisons Regulations 1982, custodial operational instruments and departmental policies and procedures
- Comply with and work within approved and established Occupational Safety and Health Regulations together with security procedures
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

## **Role specific responsibilities**

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### **Information and knowledge management**

- Upholds confidentiality and security in relation to Departmental records.
- Coordinates, updates and maintains appropriate systems on prisoner records.
- Prepares correspondence and various reports on information from individuals and groups on identified prisoner management issues, as directed.

### **Managing prisoners**

- Responsible for the overall supervision, coordination, instruction and control of prisoners in all activities or duties they undertake on a day to day basis.
- Encourages and supports prisoners to assist them to gain knowledge, skills and abilities to reduce re-offending and develop skills to re-enter the community.
- Manages day-to-day prisoner matters including contact with visitors and community groups.
- Participates in the assessment, review and implementation of effective prisoner management.
- Monitors and responds to the needs and concerns of prisoners, including health, safety, and welfare.
- Conducts searches of individuals, environment and property.
- Manages violent prisoners and implements emergency management techniques when necessary.
- Identifies and manages prisoners who are at risk of self-harm.
- Uses appropriate conflict resolution and intervention strategies.
- Undertakes the management of prisoners in a just and humane manner in keeping with prevailing community standards, having due regard to, harassment and discrimination against prisoners.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.
- Reports any unusual occurrence and matters concerning security to the Disciplinary Officer.

### **Policy and procedures**

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established security and emergency procedures.
- Implements and follows Standing Orders, workplace policies and procedures within the Prison to achieve tasks.
- Identifies and reports gaps in implementation of policy and procedures at operational level.

### **Working with Aboriginal and culturally diverse prisoners**

- Demonstrates a broad understanding of the health, social and cultural issues surrounding Aboriginal imprisonment and those from a culturally diverse background.
- Works and communicates effectively with Aboriginal people, communities and organisations on traditional and contemporary cultural and social issues.

### **Working with women in custody (when posted to a prison in which women are imprisoned)**

- Encourages and supports women in custody in developing skills to re-enter the community through participation in formal and informal programs related to personal development, care and well-being, parenting and family responsibilities and community involvement and reparation. Includes facilitation contact with children, family, visitors, community groups, service providers and volunteers.
- Shows commitment to the implementation of policies and procedures specific to working with women in custody.

### **Other duties**

- Other duties, as required, within the limits of the occupants' skill base, competency and training.

<b>Job related requirements (selection criteria)</b>	<b>Context within which the requirements will be applied and/or general standard expected</b>
1. Computer skills	A comprehensive understanding of computer applications such as spreadsheets, databases, document writing and emails. The ability to learn in-house computer systems.
2. Cultural awareness	Ability to understand, contribute to and work with people with gender, cultural and social differences, particularly those relevant to minority groups, non-English speaking backgrounds and Aboriginal people.
3. Information and knowledge management	Demonstrated experience in the management of information and knowledge from multiple sources. The ability to gather and share information and knowledge within a confidential environment.
4. Communication and Interpersonal skills	The ability to communicate clearly and effectively with internal and external stakeholders utilising written and oral skills. The ability to question, listen, understand, and discuss calmly while adapting to audiences. The ability to negotiate confidently and discuss issues thoughtfully.
5. Team work	Develop, maintain and participate in work groups to achieve positive outcomes. Working professionally with others in a team environment.
6. Organisation and resource management	Experience of maintaining the safety and security of individuals and/or groups within guidelines and frameworks while undertaking assigned duties and/or complying with orders. The ability to think strategically, multitask and manage situations with available resources
7. Problem solving	The ability to show judgement, intelligence and common sense while recognising and acting in a timely manner when problems arise. Able to identify risks, develop meaningful solutions and manage complex issues such as conflict and critical incidents.

**Note:** When applying for vacant positions, applicants are required to address the job related requirements in the left-hand column only. The context and standards only provide general guidelines within which the job related requirements will be applied to the role specific responsibilities.

### **Special requirements, licenses and accreditations**

- To be considered for assessment as a Prison Officer, applicants are required to address all eligibility requirements as detailed in the advertisement and/or application package.
- Be willing to undertake training applicable to the role though the Department's Training Academy.
- Possess a current 'C' class driver's licence.
- Possess a current valid Provide First Aid (HLTAID003) accreditation (or equivalent eg Senior First Aid) received from an accredited training provider with a minimum of 12 months validity remaining.

### **Pre-appointment conditions**

To comply with the *Prisons Act 1981* and *Prisons Regulations 1982*, applicants must:

- Complete an Employment Profile Assessment as determined by the Department
- Receive clearance through a National Criminal History Record check and Integrity assessment.

## Certification

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### Delegated Authority

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Name:

Title:

Signature:

Date: 16 / 08 / 2021

**HR Certification**

Job description form effective date: 09 / 09 / 2021